

**MINUTES OF THE GIRO BOARD MEETING
MONDAY, SEPTEMBER 14, 2015
GIRO DEPOT MEETING ROOM**

PRESENT

Susan Brown, Neila Coe, Nancy Hetherington Peirce, Kees Langereis, Barry Loesch; Michelle MacEwen (General Manager)

REGRETS

Peter Dzierzawa, Lynn Stefanson, Peter Joyes

TEMPORARY LEAVE: Margaret St Denis

1. CALL TO ORDER & QUORUM

- a. Susan called the meeting to order at 9:35am; quorum was present.

2. AGENDA

- a. **MOTION:** Kees – That the agenda is adopted as amended. CARRIED

3. MINUTES

- a. **MOTION:** Neila – That the minutes of the August 10, 2015 Board meeting are adopted as distributed. CARRIED

4. CORRESPONDENCE - None

5. REPORTS

a. General Manager – Michelle

1. Meeting discussed the General Manager's report, distributed in advance of the meeting.
2. **ACTIONS:**
 1. **Barry** will obtain a quote from the insurance broker for further liability insurance.
 2. **Michelle and Susan** will calculate the total volunteer hours per week at the depot.

b. Finance

1. Meeting discussed the financial report to August 31, 2015, distributed in advance.
 1. Meeting agreed that the bookkeeping hours for the new building project will be paid by the new building fund.
2. Revised 2015 Budget
 1. **MOTION:** Nancy – That the Board approves the Revised 2015 Budget as distributed and amended. CARRIED
 2. **ACTION:** Nancy will distribute the amended version to the Board.
 3. Board agreed that discussions should begin at the November Board meeting, regarding the 2016 Budget.
3. Revised projection of staff compensation for 2015
 1. Meeting received the revised projection of staff compensation for 2015, with corrections made.

c. Property & Facilities – Neila

1. Meeting discussed the report from Neila, distributed in advance of the meeting, regarding the progress of the current New Building Project.
2. Meeting agreed to change the date of the Celebration Event for GIRO's 25th Anniversary and Grand Opening from October 18 to November 1, 2015.

d. Communications

1. Updates to the website will be completed by Sept 18.

e. Personnel – Susan

1. Meeting discussed the Committee’s report, distributed in advance of the meeting.
2. **MOTION:** Nancy – That the Board approves the revised Volunteer Manual, dated September 14, 2015. CARRIED
3. **MOTION:** Kees – That the Board approves the Contract for Service for the bookkeeper, as distributed. CARRIED
 1. **ACTION:** Nancy will contact Peter D re conveying the contract to Cheryl McNeil.
4. **MOTION:** Kees – That the Board approves the Agreement for a Minor (age 13 to 15) to Volunteer at GIRO. CARRIED
5. **MOTION:** Susan – That the Board approves the “Shopping Policy for Staff and Volunteers” as amended. CARRIED
 1. **ACTION:** Nancy will distribute the amended Shopping Policy to the Board.

6. NEW BUSINESS

- a. Celebration Event for GIRO’s 25th Anniversary & Grand Opening – Sunday Nov 1, 2:00 to 4:00pm
 1. Kees reported that the planning is going well.
- b. Policy re the repair and sale of expensive items
 1. Postponed until November.
- c. Acknowledgement of the volunteer contributions to the building project
 1. Meeting had a general discussion; no decisions made.

7. ADJOURNMENT

- a. Meeting adjourned at 12:15pm.

NEXT MEETINGS – Second Monday mornings of the month – **9:30am at GIRO**

- Monday October 5 (first Monday in October), due to Thanksgiving:
- Monday November 9
- ? Monday December 14

Date Approved: _____

Name

Office